

Chapter 3: Juror Update

9/04

Accessing Juror Update Screens

This section contains general instructions for accessing screens from the Work with Jurors and Work with Names Function.

These sections contain an overview, detailed accessing instructions, and field definitions for each of the juror system screens:

- Work with Jurors Screens
- Work with Names Screens

Chapter Three -- Work with Jurors/Names

ACCESSING JUROR UPDATE SCREENS

Work with Jurors

Overview

The Work with Jurors function is used to record juror status information and to look up juror events. All juror update screens can be accessed from either the Work with Jurors function or the Work with Names function.

JYF1DFK DISPLAY
01/20/04 12:27:34

Work With Jurors

County: 76 Year: 2003/04 System#: _____
 Status: ____ Court: C 12 1 Term: FALL Panel: ____ Venue: ____

Type options, press Enter.
 2=Change 4=Delete 5=Display E=Events T=Transfer V=Vouchers #=Upd Juror #
 W=Certificate

System#	Name	Sts	Crt	Term	Pnl	Jur#	Venue
—	4 JONES,JOHN,	SRV	C 12 1	FALL			CTY
—	5 SMITH,KAREN,	SRV	C 12 1	FALL			
—	19 SMITH,DALE,A	SRV	C 12 1	FALL	C	7	SAN
—	20 JONES,JOHN,I	SUM	C 12 1	FALL	C	8	CTY
—	21 DOE,JOHN,W	SUM	C 12 1	FALL	C	9	CTY
—	22 SMITH,LEON,M	SUM	C 12 1	FALL	C	10	
—	23 JONES,LARRY,P	SUM	C 12 1	FALL	C	11	SAN
—	26 JONES,TERRY,K	SRV	C 12 1	FALL	A	14	CTY
—	27 SMITH,VERNON,F	QST	C 12 1	FALL		15	
—	50 DOE,PAUL,ANN	QST	C 12 1	FALL		16	
—	51 DOE,JOHN,LEROY	QST	C 12 1	FALL		17	

More...

F3=Exit F4=Prompt F6=Create F13=Reassign Panel

Figure 2. Work with Jurors

Access Work with Jurors

The Work with Jurors screen (Figure 2) appears whenever you select WORK WITH JURORS from the JIS Jury System Menu or exit one of the juror update screens.

Field Definitions

COUNTY (Header)	The county in which the user is assigned. Only jurors within this county will display. If a user has multi-county authority, the county number may be changed.
YEAR (Header)	The default jury year assigned for the user. Only jurors within this year will display. The year can be changed to work with jurors in another year.

The following fields are used to “filter” the list to display only the jurors which match the filtering criteria:

System# (Header)	This field is a “positioner” field. Type the system assigned number to be displayed on the first detail line of the screen.
+STATUS	Type the status code to display jurors currently in that status.
+COURT (Header)	Enter the three parts of the court (type, number, location) to display jurors assigned to a specific court.
+TERM (Header)	Type up to a four character designation code for a term in this field and information will display for the jurors assigned to that term.
+PANEL (Header)	Type up to a two character designation code for a panel in this field (together with a term designation code) and information will display for the jurors assigned to the requested term and panel.
+VENUE	Type the venue code to display jurors in that particular venue.

Options

2=CHANGE

Enter **2** in the option field to qualify or change the juror record.
The Edit Juror Prompt Screen will appear.

JYNLPVK	ENTER	3/21/04 12:53:05
Edit Juror - Prompt Screen		
County: 76		
Year: 2003/04		
System#: <u>25</u>		
Qualification Process Only		
Status: <u> </u>		
Excuse: <u> </u>		

Edit Juror Prompt Screen

Field Definitions

SYSTEM#	Enter the system number of the juror to be qualified or updated.
STATUS	The status field is used only in the qualification process. Once the questionnaires have been divided into separate piles, ie: qualified, exempt, permanently excused, etc, enter the status code of the first pile.
EXCUSE	The excuse field is used only in the qualification process. Enter an excuse code from the code table when the status code being used requires an excuse. Example: Status: PEX, Excuse: O70.

Options continued

4=DELETE	Enter 4 in the option field to delete the juror record.
5=DISPLAY	Enter 5 in the option field to display the juror record.
E=EVENTS	Enter E in the option field to display the juror events.

T=Transfer

Enter **T** in the option field to carry a juror over to the following jury year or transfer a juror to another term, and panel within the current jury year.

When carrying a juror over to the following jury year, the current juror's status will change to exempt, an exempt event to excuse the juror will be added, and the juror will be added into the next year with a new system number and a qualified status.

When transferring a juror to another term, and panel, the juror's status is updated to qualified, a qualified event is added, along with changing the juror's assigned term and panel. The term/panel can also be left blank to remove the term/panel.

JYF1DFK DISPLAY 01/20/04 9:13:44

Transfer Juror

County: 76 SANILAC COUNTY

System#: 11 SMITH, JANE, K

Transfer Juror from: Year: 2002/03
 Court: C 12 1
 Term: FALL
 Panel: A

Transfer Juror to: Year: 2003/04
 Court: C 12 1
 Term: SUMM
 Panel: A

F3=Exit F4=Prompt

Transfer Juror Screen

Field Definitions

COUNTY The county in which the user is assigned.

SYSTEM# The number assigned to the juror by the system.

TRANSFER JUROR
FROM

The current year, court, term and panel of the juror to be transferred or carried over.

+TRANSFER JUROR
TO

Enter the year, term and panel the juror is to be transferred in or carried over to.

F13=REASSIGN PANEL

First, enter the court, term and panel to be transferred and press **[ENTER]**. Press **F13** to reassign an entire panel to another term and/or panel within the same jury year or the next jury year. The same process occurs for each juror on the panel that occurs on an individual juror transfer.

JYF1DFK DISPLAY

01/20/04 9:13:44

Transfer Juror

County: 76 SANILAC COUNTY

ALL JURORS

Transfer Juror from: Year: 2002/03
 Court: C 12 1
 Term: OCT
 Panel: A

Transfer Juror to: Year: 2003/04
 Court: C 12 1
 Term: NOV
 Panel: A

F3=Exit F4=Prompt

Transfer Entire Panel screen

Options Continued

V=VOUCHERS	Enter V in the option field to display vouchers for juror.
#=UPD JUROR#	Enter # in the option field to update the juror number.
W=CERTIFICATE	Enter W in the option field to generate a work certificate. See example.

JYLIPFK
CLINTON COUNTY

Juror Work Certificate

1/20/2004

29TH JUDICIAL CIRCUIT COURT

ST JOHNS MI 48879

Year:2003/04

Court: C 29 1

Term:FALL

Panel: A

System#	Juror#	Name/Address	Paid Amount
2	3	SMITH,JANE, 110 S ANYSTREET DEWITT MI 48820-9573	\$ 88.10

0000002	10/06/03	CIRCUIT	½ Days:	2	Mileage:	22	Trips:	1
0000013	10/22/03	CIRCUIT	½ Days:	1	Mileage:	22	Trips:	1
0000018	1/09/04	CIRCUIT	½ Days:	1	Mileage:	22	Trips:	1

MILEAGE	\$ 23.10
PER DIEM - NEW RATE	\$ 25.00
PER DIEM - SUBS RATE	\$ 40.00

Date

Court Clerk/Authorized Official

The above fee/compensation was received by me on_____.
Date

Juror Signature

Sample Juror Work Certificate

To Add a Juror

To access the screen to add a juror press **[F6]** from the Work with Jurors screen. The edit juror key screen then appears with the next available juror number, press **[ENTER]** and the Edit Juror screen (Figure 3) appears. Type the information as it pertains to the juror and press **[ENTER]**.

```

JYDAElK      ADD                               2/10/04 12:54:32
                                         Edit Juror

County: 76
Year: 2003/04
System#: 2201

Status: NEW                               Excuse:
Venue:     

Name Prompt:                                   DLN/PIN:
Name:                                       DOB:
Address:                                     Sex:
City, St, Zip:                                  Race:

Round Trip:     
Home Phone:           Work:           Ext     

Empl/Occup:                                 

Court:      Term:      Panel:      Juror#:

F3=Exit    F4=Prompt    F12=Previous

```

Figure 3. Edit Juror Screen

Field Definitions

COUNTY	The County in which the juror resides.
YEAR	The jury year of the juror.
LAST SERVED	The most recent date of service for the juror.
SYSTEM#	The number assigned to the juror at the beginning of the jury process.
+STATUS	The status of the juror.

+VENUE	Venue is required only when the county has court locations with a limited jurisdiction within the county to select jurors.
+EXCUSE	The reason a juror is excused, exempt, permanently excused or unqualified.
+NAME PROMPT	This field is used to select or add a name record for the juror being created. Position the cursor in this field and press [F4] to display the Work with Names screen. See Work with Names later in this chapter.
DLN/PIN	The driver license or personal identification number assigned to the juror by the Department of State Office.
NAME	The name of the juror in the format of Last Name, First Name, Middle Name.
DOB	The date of birth of the juror.
ADDRESS	The address of the juror.
SEX	The sex of the juror.
CITY, ST, Zip	The city, state and zip code of the juror's residence.
+RACE	The race of the juror.
ROUND TRIP	The round trip mileage of the juror from their residence to the court location. Validation has been added for mileage. See Option 6, Zip Codes on the Maintenance Menu.
HOME PHONE	The home telephone number of the juror.
WORK and EXT	The work telephone number and extension of the juror.
EMPL/OCCUP	The name of juror's employer or occupation.
COURT	Type the court designation (C=Circuit, D=District, P=Probate). This labeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate number.) The second unlabeled field is the location number the juror is assigned to (D-67- <u>1</u> , D-67- <u>2</u>).
TERM	The assigned term of the juror.
PANEL	The assigned panel of the juror.

JUROR# The number given to the juror at the time of their assignment to a panel.

To Update a Juror

To access the screen to update juror information, enter the juror number in the field at the top of the Work with Juror screen to position the screen to the juror that needs to be updated. Type **2** in the option field and press **[ENTER]**. The Edit Juror (Change) Key screen appears, press **[ENTER]** and the Edit Juror (Change) (Figure 4) screen appears. Type the modified information and press **[ENTER]**.

The screenshot shows the 'Edit Juror' screen with the following fields and values:

- Top left: JYDAE1K CHANGE
- Top right: 2/10/04 14:15:40
- Title: Edit Juror
- County: 76
- Year: 2003/04
- System#: 19
- Last Served: 1/21/03
- Status: SRV SERVICE
- Venue: BRN CITY OF BROWN
- Excuse: _____
- Name Prompt: _____
- Name: DOE,JOHN
- Address: 101 W ANYSTREET
- City, St, Zip: SANDUSKY MI 48471 1031
- DLN/PIN: E111222333444
- DOB: 4/04/63
- Sex: M
- Race: _____
- Round Trip: 10
- Home Phone: _____
- Work: _____
- Ext: _____
- Empl/Occup: _____
- Court: C 12 1
- Term: FALL
- Panel: C
- Juror#: 7

Figure 4. Edit Juror (Change) Screen

Field Definitions

COUNTY The County in which the juror resides.

YEAR The jury year of the juror.

LAST SERVED The date the juror last served on a jury.

SYSTEM# The number assigned to the juror by the system at the beginning of the jury process.

+STATUS	The status of the juror.
+VENUE	The city, township or village in which the juror resides.
NOTE:	Venue is required only when the county has court locations with a limited jurisdiction within the county to select jurors.
+EXCUSE	The reason a juror is excused, exempt, permanently excused or unqualified.
+NAME PROMPT	This field is used to select or add a name record for the juror being created. Position the cursor in the field and press [F4] to display the Work with Names screen.
DLN/PIN	The driver license or personal identification number assigned to the juror by the Department of State Office.
NAME	The name of the juror in the format of Last Name, First Name, Middle Name.
DOB	The date of birth of the juror.
ADDRESS	The address of the juror.
SEX	The sex of the juror.
CITY, ST, ZIP	The city, state and zip code of the juror's residence.
+RACE	The race of the juror.
ROUND TRIP	The round trip mileage of the juror from their residence to the court location. If mileage is entered, validation against the zip code mileage file will be done. Entered mileage must be within the allowable range . See Option 6, Zip Codes on the Maintenance Menu for further explanation.
HOME PHONE	The home telephone number of the juror.
WORK and EXT	The work telephone number and extension of the juror.
EMPL/OCCUP	The name of the juror's employer or occupation.
COURT	This field is filled when the juror is assigned to a court, term and /or panel. The first field is the court designation (C=Circuit, D=District, P=Probate). The next field is the COURT NUMBER (circuit number, district number, probate number.) The last field is the location number the juror is assigned to (D-67- <u>1</u> , D-67- <u>2</u>).

TERM	The assigned term of the juror.
PANEL	The assigned panel of the juror.
JUROR#	The number given to the juror at the time of their assignment to a panel.

To Delete a Juror

To access the screen to delete a juror, enter **4** in the option field next to the desired juror on the Work with Jurors screen. The Delete Juror screen appears, press **[F11]** to confirm Delete.

JYDFD1K DISPLAY
7/07/04 11:36:14

Delete Juror

County: 76
Year:2003/04
System#: 1

Last Served:

Status: QLF QUALIFIED
Venue:

Name: SMITH,JOHN,A
Address: 411 E ANYSTREET
City, St, Zip: CROSWELL MI 48422

DLN/PIN: M121232343454
DOB: 4/15/52
Sex: M
Race:

Round Trip:
Home Phone:

Work:

Ext

Empl/Occup:

Court:

Term:

Panel:

Juror#:

F3=Exit F11=Delete

Delete Juror Screen

If an Event or a Voucher has been created for a Juror then an error message is displayed and the Juror record can not be deleted.

HOW TO UPDATE JUROR RECORDS - STATUS

Use the following steps to update juror records:

1. Take Option 1, Work With Jurors from the JIS Jury System menu.
2. Type the number that appears on the questionnaire in the system# field that appears in the top portion of the Work With Jurors Screen. Press **[ENTER]**. The record for the number entered in the system# field will display on the first detail line of the screen.
3. To Update the status, round trip miles, home/work telephone numbers and employer information of a juror:
 - A. Type **2** in the option field next to the record that needs to be updated and press **[ENTER]**. The Edit Juror (key screen) will display, press **[ENTER]** again and the Edit Juror screen will display. **Type the status of the juror, **[F4]** can be used in this field to prompt for valid status codes. If a status code is used that needs an excuse code, again, **[F4]** can be used to prompt for valid excuse codes. The round trip miles, home & work telephone numbers, and employer/occupation information can be entered from the information on the questionnaire, however, it is not necessary to enter information in these fields. The venue field may be required if a second or third class district court is in the county. Once the necessary information is entered on the screen, press **[ENTER]** and "CONFIRM :Y (Y/N)" will display in the lower right corner of the screen, press **[ENTER]** again to process the record.
 - B. The Edit Juror (key screen) will display, enter the number of the next questionnaire in the System# field and press **[ENTER]**, the Edit Juror screen will display for this new record. Continue the process in step number 3 from the ** with the remaining questionnaires.

Qualification Process Use the following steps when qualifying jurors:

- A. Separate the returned questionnaires in stacks according to their qualification code. Example: QLF, PEX - O70, etc.
- B. Take Option 1, Work With Jurors from the JIS Jury System menu.
- C. Type the number that appears on the questionnaire in the system# field that appears in the top portion of the Work With Jurors Screen. Press

[ENTER]. The record for the number entered in the system# field will display on the first detail line of the screen.

D. To Update the status:

1. Type **2** in the option field next to the first record that needs to be updated and press **[ENTER]**. The Edit Juror (key screen) will display.
2. Enter the status code of the first stack of questionnaires in the Status field. Enter an excuse code, if required, in the Excuse field. Press **[ENTER]** The Edit Juror screen will display with the new status and excuse code.
3. Enter the round trip miles, home & work telephone numbers, and employer/occupation information as necessary from the information on the questionnaire.
4. Enter the venue in the venue field which may be required if a second or third class district court is in the county.
5. Press **[ENTER]** and “CONFIRM:Y(Y/N)” will display in the lower right corner of the screen.
6. Press **[ENTER]** to process the record.
7. The Edit Juror (key screen) will display again. Type the system number or scan the bar code of the next questionnaire. The Edit Juror screen will display for that juror with the status and excuse field updated.
8. Repeat steps 3 through 7 until the stack of questionnaires with the same status code have been entered. Then move onto the next stack and change the status code and excuse code, if excuse code is required. Continue process until all questionnaires have been updated on the system.

HOW TO TEMPORARILY EXCUSE A JUROR WITHIN SAME TERM

Use the following steps to temporarily excuse a juror within the same term:

1. To update a record for a juror who will not be available to serve during a specific period of time:
 - A) Access the Work with Jurors screen and position to the proper juror in the same manner as outlined in steps 1) and 2) above.
 - B) Type **E** in the option field next to the record to be updated and press **[ENTER]**. The Work with Events screen will display. Press **[F6]** to create a new event. The Edit Event screen will display. Type information in the following fields:
 - 1) Event: type an event code that will require a date (See Event/Status Code table).
 - 2) Excuse: type an excuse code.
 - 3) Date: type the beginning and end date the juror will be excused for.

HOW TO RE-ASSIGN JURORS FROM COURT, TERM, AND/OR PANEL

Use the following steps to re-assign a juror from one court, term, and/or panel to another:

1. Take Option 1, Work With Jurors from the JIS Jury System menu.
2. Type the number that appears in the upper right corner of the label on the questionnaire in the juror# field that appears in the top portion of the Work With Jurors Screen and press **[ENTER]**. The record for the number entered in the juror# field will display on the first detail line of the screen.
3. Type **E** in the option field next to the record that needs to be updated and press **[ENTER]**. The Work With Events screen will display.
4. Press **[F6]** the Edit Event screen will display. Enter QLF in the Event field. Enter the new court, term, and/or panel, additional comments and press **[ENTER]**. The assignment will be changed.

To Display a Juror Record

To access the screen to display a juror record, type **5** in the option field next to the appropriate juror and press **[ENTER]**. The Display Juror screen appears. The field definitions for the Display Juror function are the same fields that appear in the Update Juror and Add Juror screens.

To Work with Events for a juror enter **E** in the option field of the record that needs to be updated on the Work with Jurors screen and press **[ENTER]**, the Work with Events Screen (Figure 5) will display. The events displayed indicate the chronological activity of the juror in descending date sequence.

```

JYDPDFK    DISPLAY                                2/10/04 15:26:21
                                     Work With Events

County: 76  Year:2003/04    System:    101          Date: _____
                Name: SMITH, JANE, J
                Status: SUM  Court: C 12  1    Term: FALL  Panel: O   Juror#:  31

Type options, press Enter.
2=Change  4=Delete  5=Display

   Date      Evt  Exc      Crt      Term  Pnl Case      Ltr  Excused Dates  Cmt
- 12/05/03   VCH                C 12  1   FALL  O   03-118912
-  8/06/03    SUM                C 12  1   FALL  O
-  8/06/03   QLF                C 12  1   FALL  O
-  8/06/03   QLF                C 12  1   FALL
-  8/06/03   QLF
-  7/11/03   QST

                                     Bottom
F3=Exit  F6=Create                                F10=Event Audit
  
```

Figure 5. Work with Events

Field Definitions

COUNTY (Header) The County in which the juror resides.

YEAR (Header) The jury year of the juror.

SYSTEM# (Header) The number assigned to the juror at the beginning of the jury process.

DATE (Header) This field is a “positioner” field. Type the date of the event to be displayed on the first detail line of the screen.

NAME (Header)	The name of the juror.
STATUS (Header)	The status of the juror.
COURT (Header)	The court designation (C=Circuit, D=District, P=Probate). This labeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate number.) The second unlabeled field is the location number the juror is assigned to (D-67- <u>1</u> , D-67- <u>2</u>).
TERM (Header)	The assigned term of the juror.
PANEL (Header)	The assigned panel of the juror.
JUROR# (Header)	The number given to the juror at the time of their assignment to a panel.
DATE	The date the event was entered.
EVT	The event code of the event that was entered.
EXC	The excuse code (if applicable).
CRT	The court designation (C=Circuit, D=District, P=Probate). This labeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate number.) The second unlabeled field is the location number the juror is assigned to (D-67- <u>1</u> , D-67- <u>2</u>).
TERM	The assigned term of the juror.
PNL	The assigned panels of the juror.
CASE	The assigned case number of the juror.
LTR	The letter code of a letter that has been sent to the juror.
EXCUSED DATES	The dates the juror has been excused from service.
CMT	Indicates if comments are attached to the SUM event.
F10=EVENT AUDIT	Press F10 to display event audit records which are created any time an event is added, changed or deleted. Press F21 from the Display Audit Event screen to print the audit. This option identifies the user, date, time and program used to update the juror event information.

To Add an Event

To access the screen to add an event press **[F6]** from the Work with Events screen. The Edit Event screen (Figure 6) appears. Type the necessary information and press **[ENTER]**.

```

JYFXETK      ADD                                     2/11/04 10:22:45

                                Edit Event
County: 76   Year: 2004/05   System#:      19

Date: 2/11/2004  Event:        Excuse:        Date:      -     
      Court: C 24 1   Term: FALL  Panel: A   Case:     
      Letter:        Label:     

Type options, press Enter.
4=Delete

Comment
_____
_____
_____
_____
_____
_____
_____

F3=Exit  F4=Prompt

```

Figure 6. Edit Event Screen

Field Definitions

COUNTY (Header)	The County in which the juror resides.
YEAR (Header)	The jury year of the juror.
SYSTEM# (Header)	The number assigned to the juror at the beginning of the jury process.
DATE	The current date is defaulted or enter the actual date of the event. When requesting a letter, enter the date to be printed on the letter.
+EVENT	One of the three letter event codes listed in Appendix A.
+EXCUSE	One of the three letter excuse codes listed in Appendix A.
DATE	Date range for which a juror would be exempt from serving.

COURT	The court type (C=Circuit, D=District, P=Probate, etc). This labeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate number.) The second unlabeled field is the location number the juror is assigned to (D-67- <u>1</u> , D-67- <u>2</u>). These fields can be used to assign a juror from one court to another court. When adding an event, the court information will automatically appear if juror is previously assigned.
TERM	The four character designation code for a term. This field can be used to assign a juror to a term or reassign a juror from one term to another. When adding an event, the term information will automatically appear if juror is previously assigned.
PANEL	The two character designation code for a panel. This field can be used to assign a juror to a panel or reassign a juror from one panel to another. When adding an event, the panel information will automatically appear if juror is previously assigned.
CASE	This output field would contain the case number to which a juror has been assigned.
LETTER	The three character designation code for a letter. This field can be used to generate a letter to a juror.
LABEL	This field can be used to generate a label for a juror by typing a "Y" in it. Requested labels are stored on the system until printed as a batch from the Report menu.
COMMENT	Comments about this entry.

To Modify an Event	To access the screen to update an event, enter the date of the event that needs to be modified in the field at the top of the Work with Events screen and press [ENTER] . That event will display on the first detail line of the screen. Type 2 in the option field and press [ENTER] . Type the modified information and press [ENTER] .
To Delete an Event	To access the screen to delete an event, enter the date of the event that needs to be deleted in the field at the top of the Work with Events screen and press [ENTER] . That event will display on the first detail line of the screen. Type 4 in the option field and press [ENTER] . The Delete Event screen will display, press F11 .

When deleting an event, the most recent status and assignment (court, term, panel) are retrieved from the most recent status event.

To Display an Event

To access the screen to display an event, enter the date of the event that needs to be displayed in the field at the top of the Work with Events screen and press **[ENTER]**. That event will display on the first detail line of the screen. Type **5** in the option field and press **[ENTER]**. The Display Event screen will display.

WORK WITH NAMES

The Work with Names function is used to record personal information about jurors. The information may be the dln/pin, name, address, dln issue date, date of birth, sex, social security number, race, or permanent excuse. The name update screens can be accessed from the JIS Jury System Menu or by prompting for a name on the Edit Juror screen.

```

JYC6DFK      DISPLAY                               2/10/04 15:45:24

Name : _____

Type options, press Enter.
1=Select  2=Change  3=Copy  4=Delete  5=Display  J=Juror Records

      Name                      DLN/PIN      DOB      City
-  SMITH,JOHN,A                A111222333444  5/01/53  KALKASKA
-  SMITH,JOHN,B                A222333444555  7/09/74  MARLETTE
-  SMITH,JOE,PAUL              A333444555666  11/28/56  KALKASKA
-  SMITH,JOSEPH,AGNES          A444555666777  3/10/53  KALKASKA
-  SMITH,KYLE,LEE              A555666777888  10/29/44  KALKASKA
-  SMITH,LISA,L                A666777888999  3/04/55  KALKASKA
-  SMITH,LYLE,W                A777888999000  4/16/62  RAPID CITY
-  SMITH,MANNY,ANNE            A888999000111  1/22/38  RAPID CITY
-  SMITH,MARY,KAY              A999000111222  2/28/62  FIFE LAKE
-  SMITH,NANCY,LUCILLE         A000111222333  5/05/45  FIFE LAKE
-  SMITH,PAUL,JEAN             A999888777666  1/25/48  SOUTH BOARDM
-  SMITH,PHILIP,ABDELNOUR      A666555444333  6/28/72  LEXINGTON      +

F3=Exit  F4=Prompt  F6=Create

```

Figure 7. Work with names Screen

Accessing the Screen

The Work with Names screen (Figure 7) can be accessed from the JIS Jury System Menu by typing **2** on the Selection or command line and pressing **[ENTER]**.

Field Definitions

Name (Header)	This field is a "positioner" field. Type the name of the juror to be displayed on the first detail line of the screen. Format: Last name,First name,.
Name	The name of the juror.
DLN/PIN	The driver's license or personal identification number of the juror.

DOB The date of birth of the juror.

CITY The city of the juror's residence.

To Add a Name

To access the screen to add a name press **[F6]**. The Edit Juror Name screen then appears. Type the appropriate information in the fields that are displayed and press **[ENTER]**.

The screenshot shows a terminal-style interface for editing a juror's name. At the top left, it displays 'JYC7ElK' and 'ADD'. At the top right, it shows the date and time '2/11/04 15:09:46'. The title 'Edit Juror Name' is centered. Below the title are several input fields: 'DLN/PIN:', 'Name:', 'Address:', 'City, St, Zip:', 'DOB:', 'Sex:', 'SSN:', and 'Race: Multi-Racial:'. At the bottom left, it says 'F3=Exit'.

Figure 8. Edit Juror Name (Add) Screen

Field Definitions

DLN/PIN	The driver's license or personal identification number assigned to the juror by the Department of State office.
NAME	The name of the juror in the format of LAST,FIRST,MIDDLE,SUFFIX.
ADDRESS	The address of the juror.
CITY, ST, ZIP	The city, state and zip code of the juror's residence.
DOB	The date of birth of the juror.

SEX	The sex of the juror.
SSN	The social security number of the juror.
RACE	The race of the juror.
MULTI-RACIAL	Type Y in this field if the juror is multi-racial.
To Select a Name	When prompting for a name in the Edit Juror Screen, you may select a name record to assign to the juror record. Type 1 in the option field next to the desired name and press [ENTER] .
To Update a Name	To access the screen to update name information, enter the name of the juror in the field at the top of the Work with Name screen and press [ENTER] . That name will display on the first detail line of the screen. Type 2 in the option field and press [ENTER] . The Edit Juror Name(Change) screen appears. Type the modified information and press [ENTER] .
To Change a Name	To access the screen to change the drivers license number and last name due to change, such as marital status, enter the name of the juror in the field at the top of the Work with Name screen and press [ENTER] . That name will display on the first detail line of the screen. Type 3 in the option field and press [ENTER] . The Copy Juror Name Details screen appears. Type the new drivers license number, last name, and press [ENTER] .
To Delete a Name	<p>To access the screen to delete name information, enter the name of the juror in the field at the top of the Work with Name screen and press [ENTER]. That name will display on the first detail line of the screen. Type 4 in the option field and press [ENTER]. The Delete Juror Name screen appears. Press F11 and the record will be deleted.</p> <p>The Juror Name record stands apart from the Juror record. This allows the Juror to be selected for multiple years, without duplicating his/her name. The common link between the two is the person's DLN. When trying to delete a Juror Name, if the Juror record exists (Juror was selected for a County/Year) then an error message is displayed and the Juror Name record can not be deleted. All Juror records must be deleted prior to deleting the Juror Name.</p>

To Display a Name

To access the screen to display name information, enter the name of the juror in the field at the top of the Work with Name screen and press **[ENTER]**. That name will display on the first detail line of the screen. Type **5** in the option field and press **[ENTER]**. The Display Juror Name screen appears.

To Display Juror Records

To access the screen to work with juror records, enter the name of the juror in the field at the top of the Work with Name screen and press **[ENTER]**. That name will display on the first detail line of the screen. Type **J** in the option field and press **[ENTER]**. The Juror Records for Name screen (Figure 9) will display. A record will display for each jury year this person has had any jury activity.

JYC8DFK DISPLAY
2/12/04 14:30:47

Juror Records for Name

County: DLN/PIN: A134234345455 SMITH,GARY,ALLEN

Type options, press Enter.

2=Change 5=Display E=Events V=Vouchers T=Transfer

	Co	Year	System#	Status	Crt	Term	Panel	Venue	Last Served
—	76	2000/01	1	QLF	C 24 1	1000	A		
—	76	1999/00	2	SRV	C 24 1	9909	A		
—	76	1998/99	532	QST					

F3=Exit

Figure 9. Juror Records for Name Screen

Field Definitions

COUNTY (Header)	The County in which the juror resides.
DLN/PIN (Header)	The driver license or personal identification number assigned to the juror by the Department of State Office.

NAME (Header)	The name of the juror in the format of Last Name, First Name, Middle Name.
CO	The County number in which the juror resides.
YEAR	The year/years the juror has been randomly selected by the Department of State.
SYSTEM#	The number assigned to the juror at the beginning of the jury process.
STATUS	The status of the juror.
CRT	The court designation (C=Circuit, D=District, P=Probate). This labeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate number.) The second unlabeled field is the location the juror is assigned to D-67- <u>1</u> , D-67- <u>2</u> . These three fields would define the location that the juror is assigned to.
TERM	The assigned term of the juror.
PANEL	The assigned panel of the juror.
VENUE	The venue of the juror.
LAST SERVED	The date of service of the juror.
To Update a Juror Record	To access the screen to update a juror record type 2 in the option field and press [ENTER] . The Edit Juror key screen will display, press [ENTER] and the Edit Juror screen will display. Type the necessary changes and press [ENTER] .
To Display a Juror Record	To access the screen to display a juror record type 5 in the option field and press [ENTER] . The Display Juror screen will display.
To Work with Events	To access the screen to Work with Events type E in the option field next to the appropriate year and press [ENTER] . The Work with Events screen will display.
To Work with Vouchers	To access the screen to work with Vouchers for Juror type V in the option field next to the appropriate year and press [ENTER] . The Vouchers for Juror screen will display.

JYK6DFK DISPLAY
1/29/04 15:15:52

Vouchers for Juror

County: 76 Year: 2003/04
System#: 0000002 SMITH,NANCY,

Type options, press Enter.
 5=Display Voucher

Opt	Voucher#	Date	Crt	Term	Pnl	Case	Amount
—	124	10/18/03	C 24 1	FALL	A	03-2323	10.05
—	126	10/17/03	C 24 1	FALL	A	03-2323	10.05
—	128	10/18/03	C 24 1	FALL	A	03-34252	35.10
—	146	10/29/03	C 24 1	FALL	A	03-43215	17.55

F3=Exit

Vouchers for Juror screen

Field Definitions

COUNTY (Header)	The County in which the juror resides.
YEAR (Header)	The jury year of the juror.
SYSTEM # (Header)	The number assigned to the juror at the beginning of the jury process.
OPTION	Enter 5 in the option field next to the voucher number to display voucher. (See following example.)
VOUCHER #	The number assigned to a voucher at the time it is created.
DATE	The date the voucher was created.
CRT	The court to which the juror has been assigned.
TERM	The term to which the juror has been assigned.
PNL	The panel to which the juror has been assigned.

CASE	The case number to which the juror has been assigned.
AMOUNT	The amount of the voucher.
½ DAYS FIRST	The number of ½ days paid at the first day rate.
½ DAYS SUBS	The number of ½ days paid at the subsequent day rate.
TRIPS	Number of trips from jurors residence, to the court house and back to the jurors residence.
ROUND TRIP MILES	Number of miles per round trip.
TOTAL	Total amount to be paid to the juror.
CHECK #	The number of the check paid to the juror.
PAID DATE	The date the juror was paid.
DESCRIPTION	Item that is being paid.
AMOUNT	Amount being paid for each item.

JYLHDFK DISPLAY

11/29/03 16:11:14

Display Voucher

County: 76 Court: C 24 1 Year: 2003/04 Voucher#: 128

System#: 2 SMITH,NANCY,

Event: SRV SERVICE

Term: FALL Panel: A

Date: 10/18/03 Case#: 03-34252-FH PEOPLE VS ADAMS

½ Days: 2 ½ Days Subs: 1 Trips: 2 Round Trip Miles: 22

Total: 61.22 Check#: Paid Date:

Description	Amount
MILEAGE	11.22
PER DIEM - NEW RATE	25.00
PER DIEM - SUBS RATE	20.00
PARKING	5.00

F3=Exit

Display Voucher screen

To Transfer a Juror

To access the screen to work with transfer juror, type **T** in the option field next to the appropriate year and press **[ENTER]**. The transfer juror prompt screen will display.